# IDES

## ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

**CSV Importing through Taxnet**

Employers can choose to use Taxnet importing and manual entry feature in lieu of uploading UI/340 reports. The manual entry feature allows the user to enter employee data line by line for each individual. This option is best suited for small employers who do their own filings. Plus, there are no formatting requirements to deal with when doing manual entry. CSV and Manual Entry have a 5,000 record limit. Employers with more than 5,000 employees can submit their files via ICESA Upload.

The import feature is recommended for users who have a spreadsheet software program that can create the CSV format. Using a spreadsheet program (i.e. Excel or Quattro Pro), five columns are required to create a **CSV** file (**Comma Separated** Values) that is recognized and accepted by taxnet. The spreadsheet should be set up as follows:

$1^{st}$ col. - Social Security Number
$2^{nd}$ col. – Last Name
$3^{rd}$ col. – First Name
$4^{th}$ col. – Middle Initial
$5^{th}$ col. – Wages (omit $ symbol and only use decimal pt. for wages with cents)

When all employee wage data has been entered the file is then saved. The user will name the spreadsheet file accordingly and just below the **file name** is the **save as type** box. Here the user would click the scroll down arrow and select **CSV- Comma Separated** Values. This configures the spreadsheet into the format that is accepted by taxnet.

The filer would then log on to Taxnet with their assigned username and password. Clicking on the "**Sign In**" box will take them to the next screen which will display the following:

*Select one of the following Illinois Tax Net applications:*

*If you presently have a UI account number*
*Click this button for Tax Filing and Tax Payments*
*IL-941, IL-W-3, IL-501, UI-3/40.*

*Continue box*
*Or*
*A UI account number is required to use Tax Net*
*Click this button to obtain a new UI Account Number or to report*
*A business acquisition or change in legal entity for an existing UI account*

*Continue box*

For importing UI/340 reports the filer would select the first taxnet application box and would proceed to the **Identify Organization** screen. They would enter the required information (i.e. Fein, Account, Service Bureau number) and then select **the login to TaxNet** box that opens the **Welcome to Taxnet** page.

The Unemployment Insurance box is selected and a drop down menu appears. Under "**Quarterly Report**", the user would click on "**Contribution and Wage**." The heading will display the employer's UI account number, FEIN #, and name. Then just below would be a task bar with six actions a filer completes when submitting a CSV file or manually entering employee details. These are: **Filing Type, Select Quarter, Worker Details, Summary, Submit, and Confirmation.**

Employers move to the next action by clicking on "**Next**" at the right corner of the screen. Under "**File Type**," the employer selects either "**File a Quarterly Contribution and Wage Report** . . .," or "**File a Zero Wage Quarterly Contribution & Wage Report**. . ." When a selection has been made, the filer clicks next and proceeds to the "**Select Quarter**" box and checks the appropriate Quarter ending date.

The "**Worker Details**" screen allows the filer to import a CSV file or manually enter employee details. To import a CSV file, the employer will select "**Import Worker File**," just below the task bar. This would bring up a browser for searching and selecting the file and then imported by selecting "**Replace Worker File**". This would transpose the CSV file onto the screen in the required format if there are no problems, otherwise an error message would be generated. The employer would select "**Add Workers**" for manual entry of wage details. Five blank columns would appear for employee records to be entered.

When the wage records have posted on the Workers Detail screen, the "**Summary**" screen provides the wage calculations for the quarter. If the employer totals in taxnet balances with their records, they would "**Submit**" the file for processing. The "**Confirmation**" screen is the final step in the process and must be completed to generate a confirmation number and validate that the file was accepted by Taxnet.

The following pages will be the actual UI Quarterly Reports Screen Description for employers who choose to import their UI/340 wage reports through TaxNet. These examples are provided by the TaxNet Screen Manual for Employers and Service Bureaus revised edition April 2004.